



## Sherford Vale School

Required to start as soon as possible.

Administrative Officer NJC B Scp 2 (pro rata) (£17,711 pro rata term time only)

**Hours:** 35 hours (term time only) per week 39 weeks per year

Sherford Vale School is seeking to recruit a hard-working and enthusiastic Administrator, who has recent primary school experience (within the last 12 months).

You should be a cheerful and motivated individual who:

Under the instruction of senior staff, provide routine general, clerical, administrative and financial support to the school.

1. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
2. To undertake reception duties, answering routine telephone, face-to-face enquiries and signing in visitors.
3. To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc.
4. Assist with arrangement for visits by school nurse, photographer etc.
5. Provide routine clerical support e.g. photocopying, filing, faxing, e-mailing, complete routine forms.
6. Maintain manual and computerised records/ management information systems.
7. Undertake typing, word processing and other ICT based tasks.
8. Sort and distribute mail.
9. Undertake routine administration e.g. registers/school meals register/Connect Childcare/Parent Pay.
10. **Must have** grade C or above in GCSE (or equivalent) in English and Maths.

Resources

11. Operate office equipment e.g. photocopier, computer etc.
12. Arrange orderly and secure storage of supplies.
13. Undertake routine financial administration e.g. banking, parent pay

**This list of tasks is not exhaustive; the post-holder may be required, from time to time, to undertake other task commensurate with their grade and level of responsibility.**

Sherford Vale is a growing school. If you feel you have the skills, passion and experience we would love to hear from you.

As employers we are committed to safeguarding and promoting the welfare of children. As part of our recruitment process successful applicants will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and interviews will include questions about safeguarding children.

Please visit our website and download an application form and send completed applications to [headteacher@sherfordvaleschool.co.uk](mailto:headteacher@sherfordvaleschool.co.uk)

Closing date: 12.00pm Friday 20<sup>th</sup> March 2020

Interviews: Thursday 26<sup>th</sup> March 2020